

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



VACANCY NO.:

DATE: July 27, 2001  
POSITION: AUTOMATION SUPPORT SPECIALIST  
LOCATION: 300 Quarropas Street  
White Plains, New York  
CLASS LEVEL: Up to CL-26  
SALARY: Up to \$41,609 (Depending on Qualifications)  
CLOSING DATE: OPEN UNTIL FILLED

***THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED  
MINORITY APPLICANTS TO APPLY***

***DUTIES AND RESPONSIBILITIES:*** The Automation Support Specialist is assigned to the Computer Systems Department and participates in all aspects of information technology infrastructure maintenance, with particular emphasis on PC hardware and software in a mixed NetWare, DOS/95/NT and UNIX LAN environment. Duties include: upgrading and replacing PC hardware and software; diagnosis and correction of all manner of end-user computing problems; assisting with LAN hardware installation and cabling; backing up and restoring data; providing technical support to end-users for application software (e.g. WordPerfect, Lotus Notes, MS-Access, Netscape: designing and maintaining Web pages.

***REQUIRED QUALIFICATIONS:*** To be considered for this position, high school graduation, or equivalent, two years of general experience, and one year of specialized experience is required. To qualify for the full range CL-26 level, an additional two years of specialized experience is required. **Formal education in computer science or hardware maintenance is preferred. Programming skills in C, Visual Basic or Perl are highly desirable. All applicants must possess excellent verbal and written English language skills, demonstrate proficiency with standard office automation software (word processing, database, spreadsheet) and possess a working knowledge of the Internet and related applications.**

***GENERAL EXPERIENCE:*** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

***SPECIALIZED EXPERIENCE:*** Progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology.

***EDUCATIONAL SUBSTITUTION:*** College education may be substituted for general experience.

***APPLICATION PROCEDURE:*** To be considered for this position please submit a resume detailing your education and work experience, and a covering letter. The covering letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the covering letter addressing the qualifications will not be considered.

***PLEASE SUBMIT YOUR RESUME AND COVERING LETTER TO:***

***U.S. DISTRICT COURT  
500 PEARL STREET  
NEW YORK, NEW YORK 10007  
ATTN: PERSONNEL, ROOM 310***

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF  
NET PAY**

**APPLICANTS MUST BE UNITED STATES CITIZENS**